

**UNITED STATES BANKRUPTCY COURT  
Office of the Clerk  
District of Colorado  
721 19th Street  
Denver, Colorado 80202-2508**

**EMPLOYMENT OPPORTUNITY**

Position Title: **MIS MANAGER**

Announcement Number 97-08-BK

***Open Until Filled***

Judicial Salary Plan Grade: CL-30

Starting Salary Range:\$51,601 - \$83,911\*

**\*Starting salary will be commensurate with qualifications**

The U.S. Bankruptcy Court is seeking an MIS Manager to assist the Court with management of its Systems Department. This position will have responsibility for day-to-day administration, operation and technical support for all its applications, including management of the UNIX applications, and databases. The individual will also be responsible for all of the Court's total automation effort, through introduction, application, operation, coordination and integration of automation in all units served. The individual will be responsible for ensuring that the Systems Department designs and generates all quality control management reports required. The individual will also be responsible for training, preparing budgets and for the guidance and direction of the court's Systems Department.

***DESIRABLE QUALIFICATIONS:***

- \*Degree in Information Systems Management/Computer Science or related field (or advanced degree).
- \*At least three years management experience as a Systems Manager, and demonstrated ability to effectively manage and motivate the technical professional within systems' staff (within the Federal Judiciary preferred).
- \*Demonstrated experience in UNIX (Interactive3.2/Solaris2.5.1), Unify 4.0, ORACLE, C, Windows 95.
- \*LAN/WAN Experience, NOVELL NetWare 3.11/4.1, Ethernet, TCP/IP (Intranet/Internet/DCN). Application development preferred.
- \*End user support experience including: Lotus cc:Mail or e-mail programs, Access or Foxpro databases and WordPerfect.
- \*Demonstrated ability and experience preparing long range systems budget proposals.
- \*Experience with systems analysis and design. (ie. Needs assessment, plan evaluation and cost analysis)
- \*Knowledge in design and preparation of quality management reports using SPC or similar statistical-based software application.
- \*Supervisory experience with PC upgrades and new application roll-outs.
- \*Mature, responsible, reliable and organized.
- \*Experience with interoffice planning and coordination of personal computers, office automation and networking.
- \*Excellent oral and written communication skills and professional demeanor.
- \*Possess an understanding of operational processes in a court environment.

**QUALIFICATIONS:** To qualify for a position of MIS Manager a person **must be** a high school graduate or equivalent and must have the following experience: Three years general experience, and three years specialized experience including at least one equivalent year to work at the CL-29 level.

**SPECIALIZED EXPERIENCE:** At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved, and that included at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

Apply by submitting **cover letter** and **resume** to:

Human Resources Division  
District of Colorado  
Announcement 97-08-BK  
1929 Stout Street, Room C-523  
Denver CO 80294

Relocation expenses are not funded.

## ***Information for Applicants***

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

## ***Employee Benefits***

Full-time permanent employees of the United States Bankruptcy Court are not included in the government's Civil Service Classification program. They are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year and paid sick leave.

Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.

Participation in the Federal Health Insurance Program.

Ten paid holidays per year.

Excellent opportunities for within grade salary increases and grade increases based upon performance.

Opportunity of Credit Union membership.